U.S. Department of Energy Washington, DC 20585

ORDER FOR COURT REPORTING

Call Number:	Date:		Person Placing Work:	
DOE Organization Requesting Order:		Vendor:		
Mail Address:		Contact: Phone: Fax:		
DOE Contact:	Phone:	Routing Symbol:		
Type of Hearing/Proceeding:		Location of Hearing/Proceeding:		
		Phone:		
Reporter(s) to be Present: Date(s) Services Required:		Presiding Officer:		
Recorder(s) will be Required to Administer Oath: [] Yes [] No [] Possible				
Deliverables: 1 original [] copies [] 3 ½ disk using [] software		Deliver Transcripts/Disk To:		
Deliver By: [] Overnight By 8:30 a.m. [] Third-Day By 8:30 a.m. [] Fifth-Day By 8:30 a.m.		DOE/Forrestal 1000 Independence Ave., SW Washington, DC 20585 Room		
Special Instructions:				
The Department of Energy (DOE) will only accept billing(s) from the firm selected (prime contractor) for each court reporting job. Invoices received from the prime contractor's subcontractor(s) will be rejected. The prime contractor will bill for services at the completion of the job and will be fully responsible for paying their subcontractors.				
DOE Authorized Signature:		Date:		
Mary R. Anderson				